

DATE: September 2013

TO: High School Youth Options Coordinators, UW Institutions, Technical Colleges, Private Non-Profit Colleges/Universities, and Tribally Controlled Colleges

FROM: Kevin Miller, Dual Enrollment Consultant & Youth Options Program Director

SUBJECT: Youth Options Update

Welcome back to another year of Youth Options! We are continuing our efforts to conduct all Youth Options communications electronically, so please be sure to let me know if there are changes in your contacts or contact information. Please read through all the information in this update, return the *PI-8703 District/College Contact Person Designation* as soon as possible, and let me know if you have any questions or concerns.

Attached to this e-mail are updated forms and information – please note, **there have been substantial changes to the PI-8700-A and its instructions** (see details below). As always, all the materials needed to administer the Youth Options Program are located at the DPI Youth Options web page (<http://youthoptions.dpi.wi.gov/>). Note, also, that the Youth Options URL changed this past year so make sure you have saved the current URL. As forms and materials are updated, they will replace the older versions on this web page. The changes and updates that have been made are detailed in this memo.

District Contact Person Designation: We are not directly sending district administrators the memo requesting designation or confirmation of their district Youth Options contact person. Instead, these are attached to this e-mail. *Please forward the memo and form and work with your district administrator to get the form completed and returned.* Submission of the form is a requirement of Wisconsin Administrative Code PI 40.04 (3)(b). You can check your district's current information here:

- http://youthoptions.dpi.wi.gov/yth_yocontpers

College Contact Person Information: College contacts should confirm that our information is current on the appropriate contact list linked below. If any information is incorrect, please provide the correct information and we will get it updated.

- Private/Independent Colleges - http://youthoptions.dpi.wi.gov/yth_yoprivcoll
- UW System Colleges and Universities - http://youthoptions.dpi.wi.gov/yth_yocolcont
- Wisconsin Technical Colleges - http://youthoptions.dpi.wi.gov/yth_wtcscontacts
- Wisconsin Tribal Colleges - http://youthoptions.dpi.wi.gov/yth_yotribe

Youth Options Application Form (PI-8700-A): This form, officially called the Youth Options Program Plan and Report, is to be used by all students applying for Youth Options. Though the administrative rules allow for a local form to be used, having different forms has resulted in a number of challenges in the past. Consequently, the PI-8700-A is the form that needs to be used.

With a great deal of very helpful input from several college and school district Youth Options Coordinators, the form has been substantially updated in hopes of making it clearer for students, districts, and colleges. In particular, the instructions have been extensively expanded and revised to ensure everyone understands their responsibilities. The changes attempt to balance the requirements of the statute and rules with the various ways schools and colleges process them and administer Youth Options.

The new form is attached to this e-mail and is available at the website. While we hope the new form will be used whenever possible, *old forms will be acceptable*. Here is the link to the new form:

- <http://youthoptions.dpi.wi.gov/files/forms/doc/f8700-a.doc>

Youth Options Transportation Reimbursement Claim Form (PI-8701): School districts are not responsible for transportation reimbursement; however, they should ensure this form is available to all students participating in the youth options program. It has been updated with the current year household size and income figures from the federal government. Following are important points for students/parents:

- Students/parents are responsible for completing and mailing their own forms directly to DPI (at the address provided on the form) within 30 days after completion of the college semester.
- Students/parents must include a completed and signed copy of the PI-8700-A Program Plan and Report with their transportation reimbursement claim form.
- Signatures from school district staff are required to verify approved participation in Youth Options courses.
- Due to the number of claims filed and limited transportation reimbursement funds, the amount awarded to claimants has typically been around 35% of the maximum amount the past few years. It is expected to be similar this year.
- The updated form can be accessed here: <http://youthoptions.dpi.wi.gov/files/forms/doc/f8701.doc>

Brochures: The Youth Options brochure is now available in a tri-fold and a non-folded version. Sharing this brochure with all students satisfies the requirements of Wisconsin Administrative Code PI 40.04 (3)(a), which specifies that “annually, by October 1, each school board shall provide information about the youth options program to all pupils enrolled in the school district in the 9th, 10th and 11th grades.” The two versions of the brochure can be found at:

- Tri-Fold Brochure - http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_brochure.pdf
- Non-Fold Brochure - http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_brochure_non-fold.pdf

Estimated Cost of Tuition Memo: The memo providing the estimated cost of tuition for private colleges and universities participating in Youth Options is attached to this update and will be posted on the Youth Options website. The *actual* cost for tuition per credit at a private college or university will be provided prior to the end of the fall semester unless it does not change from the estimate. Either way, a notification will be sent via the listservs.

Timeline: A copy of the timeline for Youth Options activities and deadlines is available at the Youth Options website here: http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_timeline.pdf.

Youth Options Frequently Asked Questions: The Frequently Asked Questions document is going through revisions. The updated version will be posted to the website as soon as it is complete. The old version is still accurate, but new items will be added to the updated version. Here is a link to the current FAQ document on the website: http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_faq.pdf.

Statutes and Administrative Code: The Wisconsin Administrative Code (§ PI 40) that details Youth Options program operation can be found here: <http://www.legis.state.wi.us/rsb/code/pi/pi040.pdf> and the Wisconsin statute (§118.55) creating and governing Youth Options can be found here: <http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=118.55>.

For questions and concerns about any aspect of the Youth Options program, please call me at (608) 267-3161 or e-mail me at kevin.miller@dpi.wi.gov.